

MACOMB TOWNSHIP ACT 345 FIRE RETIREMENT SYSTEM

BY-LAWS

Adopted: December 14, 2011

BOARD OF TRUSTEES

MACOMB TOWNSHIP

MACOMB TOWNSHIP ACT 345 FIRE RETIREMENT SYSTEM

ARTICLE I NAME

The name of this body shall be: Board of Trustees of the Macomb Township Act 345 Retirement System (“**BOARD**”).

ARTICLE II MEMBERSHIP

This Board shall consist of five members:

- (1) Treasurer of the Township of Macomb.
- (2) Two additional members:
 - (a) Two active members of the Fire Department elected by a majority vote of the full-time Fire Department members to serve four year terms.
 - (b) Date of election for department members shall be held in November on a date to be determined by the Board.
 - (c) Election of Board members from the Fire Department shall be conducted by the Township Clerk.
 - (d) Certification of said election shall be presented to the Board at the regular meeting next following the election.
 - (e) The newly elected department member shall take office January 1st next following the election.
- (3) Two additional members appointed by the Township Board of Trustees:
 - (a) Each to serve a four-year term.

- (4) If a vacancy occurs on the board, the vacancy shall be filled within ninety (90) days after the date of vacancy, for the unexpired term, in the same manner as the position was previously filled.

ARTICLE III

OFFICERS

- (1) Election of Officers shall be held annually at the first regular meeting of the calendar year.
- (2) The Board shall elect one member to serve as President for one year.
- (3) The Board shall elect one member to serve as Secretary for one year.

ARTICLE IV

CUSTODIAN OF FUNDS

The Treasurer shall be the nominal custodian of all funds of the system. The Board shall designate a bank or trust company as the custodial depository of the assets of the Retirement System.

ARTICLE V

DISBURSEMENTS

All payments from the funds of the Retirement System shall be made in accordance with law and only upon resolution adopted by the Board authorizing such payment(s).

AUTHORIZATION TO DISBURSE FUNDS FORM #1

- (1) The Board shall authorize the disbursement of funds pursuant to an Authorization to Disburse Funds Form #1.
- (2) Authorization to Disburse Funds Form #1 shall be signed by any two members of the Board.

ARTICLE VI

MEETINGS

- (1) Regular Meetings
 - (a) Regular meetings shall be held once each quarter and shall be open to the public.
 - (b) Regular meetings shall be held at a date, time and place as determined by the Board.

(c) Public Notice of the schedule of regular meetings shall be given once for each calendar year and shall show the regular dates and times for meeting and the place at which meetings are held. Public notice shall be given by posting a copy of the notice prominently at the principal office of the Township, in accordance with the Michigan Open Meetings Act (Act No. 267 of the Public Acts of 1976, as amended).

(d) The agenda and information pertinent to regularly scheduled meetings shall be provided prior to such meetings to each member of the Board by the secretary of the Board.

(2) Special Meetings

(a) Special meetings may be called upon twenty-four hours notice to each Board member.

(b) Special meetings may be called by:

(1) The Board President

(2) The written request of two Board members.

(c) The agenda for special meetings may only contain items for which the special meeting has been called.

(d) Public notice of special meetings shall be given at least eighteen hours prior to the time of the meeting. Public notice shall be given by posting a copy of the notice prominently at the principle office of the Township, and at all the fire stations.

(3) Minutes of meetings (regular and special) shall be provided to the Board members upon request and in accordance with the Michigan Open Meetings Act.

ARTICLE VII QUORUM

The presence of three members at properly called meetings shall constitute a quorum.

ARTICLE VIII DUTIES OF THE BOARD

(1) Make all rules and regulation necessary to properly conduct the business of the Retirement System under the provisions of the law.

(2) Retain such legal, medical, actuarial, clerical or other service necessary for

the conduct of the affairs of the Retirement System and make compensation for such services.

(3) Any clerical, legal, actuarial, or medical expenses required by the Board, or any other necessary expense for the operation of the retirement system, shall be funded by the Township.

(4) Cause such amounts as set for in law to be deducted from the salaries of active members of the system and to be paid into the treasury of the Retirement System.

(5) Certify to the governing body of the Township the amount to be contributed through appropriate millage.

(6) Adopt an annual fiscal year budget.

ARTICLE IX

AMENDMENTS

These By-Laws may be amended, or repealed by the Board, said vote to be taken at any regular meeting.